



# HUMAN RESOURCES NOTICE

## U.S. Embassy, Buenos Aires

Vacancy Announcement No.07/13

April 12, 2013

<b>OPEN TO:</b>	<b>All interested candidates</b>
<b>POSITION:</b>	Local Guard Coordinator
<b>OPENING DATE:</b>	April 12, 2013
<b>CLOSING DATE:</b>	April 26, 2013
<b>WORK HOURS:</b>	Full time; 40 hours/week.
<b>SALARY:</b>	Ordinarily resident: FSN - 8 on the local compensation scale Not-ordinarily resident: FP- 6

NOTE: ALL NOT-ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Buenos Aires is seeking a Local Guard Coordinator to work in the Regional Security Office.

### BASIC FUNCTION OF THE POSITION

This Locally Employed Staff (LES) member is responsible for the first -line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO), the Local Guard Coordinator (LGC) is responsible for development of the Local Guard (LG) components of the facility defense and reaction plans for a variety of US facilities; for daily management and oversight of the guard personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO with guard contract administration, contractor monitoring and performance oversight; and for providing and/or monitoring the local guard training program. Assist the RSO with resource management of a high value local guard contract; coordinating security planning and drills for facilities and residences with Argentine security forces; and assisting the RSO in the development of logistical and financial plans.

### QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion. *The job knowledge and skills / abilities detailed below are required for the full performance of the job.*

- Two years of university or college studies are required.
- Five years of progressively responsible experience in the commercial security guard business, civilian or government police, or military.
- Level III (Good working knowledge) of English and Spanish is required. (This will be tested)
- A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required. Working knowledge of budget formulation and tracking, a thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies are required.
- Skills and Abilities: The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.



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The incumbent must have strong written and oral communication skills and should be experienced with presentations and public speaking to a variety of audiences.

Composure and self-control are required in situations of acute questioning or adversarial situations to secure host government support for post's security, to defend proposed budgets or operational procedures.

The incumbent must be able to develop and maintain contacts with mid-level host government security officials. Must be able to comprehend and present complex detailed financial and related information in a concise and fully professional manner, and maintain effective internal working relationship.

Incumbent must be able to understand the U.S. Government contracting process enforce internal controls for contract oversight.

Must possess strong skills in Microsoft Office software to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email.

### SELECTION CRITERIA

When equally qualified, U.S. Citizen Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### ADDITIONAL SELECTION CRITERIA:

1. **Candidates must not have received a dishonorable discharge from the military or police forces.**
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Currently employed U.S. Citizen Family Members who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.
6. The incumbent must be able to serve at least 90 calendar days in the position.

### TO APPLY:

Interested applicants for this position must submit the following, or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS – 174); **or**
2. A current resume or curriculum vitae indicating education, experience, language level and knowledge according to requirements.
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.



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### SUBMIT APPLICATION TO:

Human Resources Office  
Av. Colombia 4300; or  
fax to 5777-4201; or email  
[buenosaires-rrhh@state.gov](mailto:buenosaires-rrhh@state.gov)

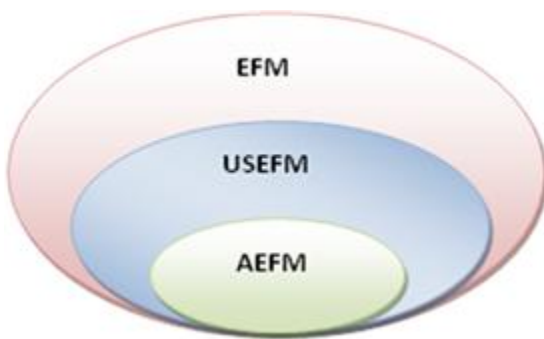
**CLOSING DATE FOR THIS POSITION: 04/26/2013**

*The US Mission in Buenos Aires is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

## Appendix A

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;



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- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- **Is** listed on the travel orders **or approved Form OF-126, Foreign Service Residence and Dependency Report**, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed **service** member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (**AIT**), and who is under chief of mission authority; and
- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



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A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition



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Q. Language Skills  
R. Work Experience  
S. References

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